



ACEC COMMITTEE OF FELLOWS GUIDANCE MANUAL AND RULES OF POLICY AND PROCEDURE FOR THE COMMITTEE OF FELLOWS

I. DUTIES AND RESPONSIBILITIES

- A. The primary responsibility of the Committee of Fellows (COF) is to administer the election of individual members of ACEC to the grade of Fellow and Life Fellow, and to coordinate the programs of the College of Fellows.
- B. Other duties of the Committee of Fellows are:
 - 1. Election of individuals to the Committee of Fellows.
 - 2. Sponsorship of the Fellows and Life Fellows Breakfast Meetings.
 - 3. Selecting recipients and presenting the Fellows' Community Service Awards.
 - 4. Dissemination of information about the Fellows of ACEC.
 - 5. Administer the ACEC scholarship program.
 - 6. Such other functions as may be approved by the ACEC Board of Directors or ACEC Executive Committee.

II. COF NOMINATING COMMITTEE

- A. No later than the ACEC Fall Conference each year, the COF shall appoint a COF Nominating Committee. The COF Nominating Committee shall communicate with the members of the College of Fellows, seeking suggestions for COF candidates.
- B. No later than the following March 1, the COF Nominating Committee shall advise the COF of a minimum of four candidates nominated to replace the COF members retiring at the next ACEC Annual Convention, plus candidates for any other vacancies which have occurred.

III. ELECTION OF THE COMMITTEE OF FELLOWS

- A. The Committee of Fellows shall consist of 12 Fellows.
- B. Election to the Committee of Fellows shall be ballot submitted at a regular meeting of the COF. The election shall include provisions for write-in candidates in addition to those proposed by the Nominating Committee. A plurality of votes cast shall be required to elect a minimum of four members each year. Each member shall serve for a three-year term.
- C. Vacancies occurring in the COF may be filled by appointment of the remaining members of the COF for the term of the vacancy, until the next annual election.
- D. Any member of the COF who shall be absent without cause from two consecutive meetings, shall be deemed to have submitted his/her resignation as a member of the COF and shall temporarily cease to be a member thereof. With the advise of the COF, the Chairman shall consider such cases and, if

necessary, declare the position vacant, notify the delinquent member in writing, and request the COF to appoint a replacement in accordance with the procedures set forth herein.

- E. The COF, as required, shall act as the governing body for the College of Fellows of ACEC and any organization or activities thereof which might be established.

IV. ELECTION OF THE COF OFFICERS

- A. Following the COF Spring Meeting, the Vice Chairman shall assume the duties of Chairman; a Vice Chairman shall be elected from those COF members commencing their second year of service. The newly-elected Chairman shall appoint the ACEC staff person responsible for Fellows activities to serve as Secretary-Treasurer of the COF. The new COF Chairman and Vice Chairman shall take office following the close of the ACEC Annual Convention and will serve one year.

V. MEETINGS OF THE COF

- A. The COF shall meet at times and places of its choosing, except that its Spring Meeting shall be held at the time and place of the ACEC Annual Convention and its Fall Meeting shall be held at the time and place of the ACEC Fall Conference.

VI. AWARDS

- A. Community Service Awards
 - 1. At its discretion, on behalf of the College of Fellows, the COF may establish and grant Community Service Awards to distinguished consulting engineering, natural scientist, engineering educators, or public servants using such criteria as the COF may determine.
- B. Approval of Awards
 - 1. All awards shall be approved by the ACEC Executive Committee.

VII. PROCEDURES AND OPERATIONS

- A. The primary responsibility of the COF will be the election of Fellows and Life Fellows as directed by the ACEC Bylaws. Procedure for the nomination of Fellows and Life Fellows shall be in accordance with the ACEC Rules of Policy and Procedure. All proceedings of the COF related to the consideration of candidates for admission to grade of Fellow or election of Life Fellows shall be privileged and confidential.

VIII. PROCEDURE FOR THE NOMINATION OF FELLOW OF ACEC

- A. Initiation and submittal of an application for nomination to the grade of Fellow shall be made by either a) a candidate's Member Organization, or b) three (3) or more Fellows who are not members of either the ACEC Executive Committee or the Committee of Fellows.

IX. PROCEDURES FOR ELECTION OF FELLOWS OF ACEC

- A. Individuals qualifying for nomination to Fellow of ACEC shall have academic and professional qualifications and accomplishments demonstrating notable contributions to the objectives of ACEC.
- B. Such accomplishments shall include service as a principal for not less than five (5) years of a firm(s) which has been a member of ACEC or an organization which has merged with an ACEC Member Organization for at least five (5) years.
- C. Accomplishments shall also include:
 - 1. Service as an ACEC officer, national director or active committee member, and service to a Member Organization as an officer, director or committee chairman.

2. The individual nominee for Fellow shall also demonstrate that he/she has made notable contributions to the objectives of ACEC in more than one of the following categories:
 - a. Administrative Leadership
 - b. Design
 - c. Science
 - d. Literature
 - e. Education
 - f. Service to the Profession
 - g. Outstanding Civic Leadership
- D. Approval by the Committee of Fellows, with no more than one negative vote, constitutes election to Fellow status.
- E. The date of COF approval shall constitute the date of election of a member to Fellow status unless the COF, in its discretion, establishes an earlier date.
- F. Upon completion of his/her term as Chairman of ACEC, the Past Chairman shall be elevated and elected automatically to the status of Fellow, so long as the qualifications set forth in the ACEC Bylaws and Rules of Policy and Procedure are met. Fellow membership by a Past Chairman shall be without payment of annual dues.
- G. Upon submitting an application to Fellow grade, present and past members of the ACEC Executive Committee shall be elevated and elected to the status of Fellow so long as the qualifications set forth in the ACEC Bylaws and Rules of Policy and Procedure are met. The annual dues for members currently serving on the ACEC Executive Committee shall be waived until the Fellow has completed his/her term. The Fellow will be charged annual dues once he/she has completed his/her term on the ACEC Executive Committee.

X. PROCEDURES FOR ELECTION TO LIFE FELLOW OF ACEC

- A. The candidate shall have been a Fellow at least five (5) years, annual dues current to the date of application for Life Fellow, and shall be fully retired from the active practice of consulting engineering.
- B. Application for election to the grade of Life Fellow of ACEC shall be initiated by the Fellow on the Application of Life Fellow Designation form provided by the COF. (Attachment D)
- C. Approval by the COF, with no more than one negative vote, constitutes election of Life Fellow status.
- D. The Committee shall, upon approving an application for Life Fellow status, notify the individual of his new designation with an effective date of the next following July 1.
- E. A Life Fellow may continue with this designation, paying no dues to the College of Fellows, so long as he/she bills no more than 100 man-hours or earns no more than \$10,000 annually (excluding expenses) from the practice of consulting engineering and meets the other criteria of a Life Fellow.

XI. FINANCES

- A. The College of Fellows shall be self-sustaining. Annual dues shall be set by the COF at a regular meeting of the COF, sufficient to cover the following as minimum expenses.
 1. Cost of dues collection, bookkeeping, etc.
 2. Partial reimbursement of attending members of the COF for travel costs and hotel expenses for one night for each meeting attended.
 3. Mailing of nominees lists, ballots, meeting and other notices.
 4. Expenses associated with the Fellows and Life Fellows Breakfast Meetings.
 5. Expenses associated with the Community Service Awards program.
 6. Expenses associated with the ACEC scholarship program.

7. Fees shall be determined by the COF at a regular meeting.
 8. All College of Fellows funds shall be received, disbursed, and managed by ACEC.
- B. A person elected as a Fellow in either the Winter or Spring Meeting of the COF shall pay full dues for the following fiscal year; a person elected as a Fellow in either the Summer or Fall Meeting of the COF shall pay-half dues for that current fiscal year.
 - C. Failure to pay dues in accordance with the ACEC Bylaws by any member of the College of Fellows shall constitute resignation as a member of the College. Dues notices will be issued by ACEC staff at least once annually. Reinstatement to the status of Fellow will result upon payment of past and current dues.

XII. REVIEW BY EXECUTIVE COMMITTEE

- A. The action of the COF – such as the selection of recipients of the Community Service Awards, the time and place of the awards and scholarship presentations, establishment of budget and dues, newsletter or other publications – shall be subject to review and approval by the ACEC Executive Committee.

XIII. MEETINGS OF THE ACEC COLLEGE OF FELLOWS

- A. The College of Fellows from a prescribed geographical area may organize and meet in any manner they deem appropriate, subject to the following:
 1. No expense shall be incurred to ACEC or FACEC as a whole.
 2. All meeting releases, announcements, etc., shall identify the group as local Fellows, i.e., “Boston Area Fellows of ACEC.”
 3. All non-business meetings shall be open to all ACEC members.
- B. A Fellows and Life Fellows Breakfast Meeting of the College of Fellows shall be held during the ACEC Annual Convention and the ACEC Fall Conference. The purpose of the meetings shall be to transact any appropriate business of the College of Fellows.